

## Educator – Schools/Business

### Description

We are looking to appoint a confident individual delivering all levels (lower and higher) of apprenticeship training within various school and business environments, including:

- Associate Project Management
- Management and Team Leader
- Schools Business Professional
- Teaching Assistant
- Early Years Practitioner
- Customer Service and Business Administration

A large proportion of these education sessions are delivered remotely, although there will be some face-to-face visits to meet with apprentices in their workplace.

**Salary: from £26,000**

### Responsibilities

Responsibilities include:

- To agree an individualised training programme with each learner, and monitor this to ensure that the learner is working to the agreed targets
- To ensure that learners understand their rights and responsibilities with regard to their qualification
- To follow the curriculum plan and deliver engaging sessions which develop the learner's knowledge, skills and behaviours.
- To identify and develop strategies to address gaps in learners progress and achievement
- To ensure OneFile is utilised within its full capacity and embedded within your day to day working culture
- To prepare and complete learner progress reviews in line with company expectations
- To provide constructive feedback on achievement and performance to learners
- To attend regular standardisation meetings and training with relevant industry team members

### Person Specification

Candidates without a particular qualification which we have listed as 'essential' need not be discouraged from applying if they are willing to undertake appropriate training in-post.

### Experience –

Essential:

- Industry related, minimum 3 years

Desirable:

- Customer service
- Business Administration

### Hiring organization

Heart of England Training

Reference: EXT-EDU-0526

**Salary: From £26,000 per annum**

**Closing date: 29th May 2026**

**Telephone Interviews: 2nd June 2026**

Please download a copy of the Application form and full Job Specification here to submit your application –

[Application for Employment](#)

[Job Description – Educator Schools and Business](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

### Employment Type

Full-time

### Job Location

Eleven Arches House, Leicester Road, Rugby

## Qualifications

Essential:

- Level 2 Functional Skills in Maths, English and ICT
  - Level 3 Management related qualification or higher
  - CIAVA (Certificate in Assessing Vocational Achievement)
  - Level 4 Certificate in Education and Training or equivalent
  - Safeguarding Level 1
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- Management related qualifications or experience (desirable)

This role will require a commitment to safeguarding and the post holder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.

## Job Benefits

- We will offer you full training and support
- Hours of work: Monday to Friday 9:00am to 4:30pm, 30 mins unpaid lunch break
- Work pattern: 35 hours per week
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events
- Birthday holiday after time served period

Applicants who do not yet hold full qualification requirements will be supported to achieve within 3 years of joining.

## Interested in this position?

Please send an Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.